

Professional Lobbyist Filing Checklist and Calendar

Please use this checklist and calendar for all your filings in order to avoid missing a deadline, duplicating a filing, or having to correct, supplement or refile a statement. This will save time and work for all of us, and should also reduce public complaints about inadequate and delinquent filings. Thank you for your help.

Checklist:

- ☐ Statement is legible and in dark blue or black ink (lighter colors do not scan well).
- ☐ Statement is signed and dated
- ☐ Extra sheets, if needed, are firmly attached to statement
- ☐ For disclosures, figures and totals are checked and correct
- ☐ Filing date is entered on tracking calendar below

	Date Due*	Date Filed
Year 2008-2009 Registration Statement		
Year 2008-2009 Termination Statement		
Year 2008 Monthly Disclosures: July	08/15/08	
August	09/15/08	
September	10/15/08	
October	11/17/08	
November	12/15/08	
December	01/15/09	
Year 2009 Monthly Disclosures: January	02/16/09	
February	03/16/09	
March	04/15/09	
April	05/15/09	
May	06/15/09	
June	07/15/09	
Year 2008-2009 Cumulative Disclosure Statement	07/15/09	

***If due date is a Saturday or Sunday, please be sure disclosure is filed in the Secretary of State's office no later than the Monday following, but preferably by the Friday preceding, the weekend due date.**